

UNNUMBERED LETTERS ISSUED FOR THE MONTH OF DECEMBER 2002

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December 20, 2002

SUBJECT: Use of the Navajoland Days Inn Motel

TO: Rural Development State Directors  
National Office Officials

ATTN: Administrative Program Directors

It has recently been brought to our attention that the Navajoland Days Inn Motel located at 392 West Highway 264 in St. Michaels, Arizona, should not be certified for safe occupancy according to the Office of Inspector General.

Please caution all Rural Development and other Departmental employees of the potential structural concerns associated with the Navajoland Days Inn Motel. The safety of all of our employees is of the utmost importance so please disseminate this information to all travelers as soon as possible.

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator for  
Operations and Management

EXPIRATION DATE:  
December 31, 2003

FILING INSTRUCTIONS:  
Administrative/Other Programs

SUBJECT: Half-Day Closing of Government Departments and Agencies on Tuesday, December 24, 2002

TO: Rural Development State Directors  
Agency Administrators, RHS, RBS, RUS  
Deputy Administrators, O&M, OCD  
National Office Officials

ATTN: State Administrative Program Directors  
State Human Resources Managers  
Chief, St. Louis Field Services Branch  
Chief, HQ Personnel Services Branch

DATE: December 23, 2002

The President has issued an Executive Order to excuse all Federal employees from duty on the last half of the scheduled workday on Tuesday, December 24, 2002, except those who in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other public reasons. All Rural Development employees will be covered by this Executive Order. For pay and leave purposes, this period will be treated as a holiday. The Office of Personnel Management (OPM) has developed fact sheets on general pay and leave administration topics. You will find information on:

- Federal holidays, at <http://www.opm.gov/oca/worksch/HTML/HOLIDAY.HTM>;
- Compressed work schedules, at <http://www.opm.gov/oca/worksch/HTML/AWScws.htm>; and,
- Flexible work schedules, at <http://www.opm.gov/oca/worksch/HTML/awsfws.htm>.

Key aspects of pay and leave administration instructions for affected employees are as follows:

## **LEAVE**

Employees who are scheduled to take leave on December 24, 2002, will not be charged annual leave (or any other form of paid leave, compensatory time off or credit hours) for that portion of the day. However, if an employee has scheduled "use or lose" annual leave for December 24, 2002, and is unable to reschedule that leave for use before the end of the leave year (January 11, 2002), the leave will be forfeited. When "use or lose" leave is forfeited under these conditions, there is no authority that permits restoration of leave.

EXPIRATION DATE:  
March 31, 2003

FILING INSTRUCTIONS:  
Administrative/Other Programs

### **Employees on Flexible Work Schedules**

- A half-day holiday for a full-time employee on a flexible work schedule is equal to 4 hours (consistent with 5 U.S.C. 6124, which limits the number of hours of a full-day holiday to 8 hours). An employee on a flexible work schedule who is required to perform nonovertime work during the half-day holiday is entitled to a maximum of 4 hours of holiday premium pay for that period.
- A half-day holiday for a part-time employee on a flexible work schedule is equal to one-half of the total number of hours of work in his or her work schedule on that day not to exceed 4 hours. A part-time employee on a flexible work schedule who is required to perform nonovertime work during the half-day holiday is entitled to holiday premium pay for up to one-half of the total number of hours in his or her scheduled tour of duty on that day not to exceed 4 hours.

### **Employees on Compressed Work Schedules**

- A half-day holiday for a full-time employee on a compressed work schedule is equal to one-half of the total number of hours of work in his or her work schedule on the day involved. An employee on a compressed work schedule who is required to perform nonovertime work during the half-day holiday is entitled to holiday premium pay for up to one-half of the total number of hours in his or her scheduled tour of duty on that day.
- A half-day holiday for a part-time employee on a compressed work schedule is equal to one-half of the total number of hours of work in his or her work schedule on the day involved. A part-time employee on a compressed work schedule who is required to perform nonovertime work during the half-day holiday is entitled to holiday premium pay for up to one-half of the total number of hours in his or her scheduled tour of duty on that day.

### **T&A CODING**

Timekeepers should code the December 24, 2002, holiday (or “in lieu of” holiday) time with transaction code 66, holiday leave.

Any questions should be directed to your servicing human resources office.

TIMOTHY J. RYAN  
Assistant Administrator  
for Human Resources

December 23, 2002

SUBJECT: United States Department of Agriculture (USDA)  
Vehicles and Alternative Fuel Vehicles (AFV)  
Inventory Report for FY 2003

TO: Rural Development State Directors

ATTN: Administrative Program Directors

USDA has requested that we provide an annual report on Vehicles and Alternative Fuel Vehicles (AFV). Reporting requirements are established by the Energy Policy Act of 1992 and Executive Order 13031, Federal AFV Leadership. Specific required reporting information includes: number of vehicles, AFV's; type of AFV, location, and year obtained.

We would appreciate your cooperation in providing the following information concerning the vehicles in your state; year, make, model, tag number, location (city and county), AFV (yes or no), type of fuel, and year obtained.

Please provide the vehicle information on or before January 26, 2003. Response may be sent to USDA, Rural Development, Support Services Division, Property and Space Management Branch, 1400 Independence Avenue, SW, Stop 0742, Washington, DC 20250-0742 or e-mail to [Sward@rdmail.rural.usda.gov](mailto:Sward@rdmail.rural.usda.gov). If this information has been provided, no report is necessary.

If you have any questions concerning this matter, please contact Sam Ward on (202) 692-0021.

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

EXPIRATION DATE:  
January 31, 2003

FILING INSTRUCTIONS:  
Administrative/Other Programs

Dated 12-24-02

TO: Rural Development State Directors,  
Rural Development Managers, and  
Community Development Managers  
National Office Officials

ATTN: Program Directors

FROM: Arthur A. Garcia      *(Signed by David J. Villano) for*  
Administrator  
Rural Housing Service

Hilda G. Legg      *(Signed by Hilda G. Legg)*  
Administrator  
Rural Utilities Service

John Rosso      *(Signed by Ryan Kociolek) for*  
Administrator  
Rural Business-Cooperative Service

SUBJECT: Lapse of Statutory Authority for the National Flood Insurance  
Program

The Federal Emergency Management Agency's (FEMA) statutory authority to issue flood insurance policies pursuant to the National Flood Insurance Program (NFIP) ends December 31, 2002. Similar interruptions have occurred in the past with no impact to FEMA's operations or affect to policyholder's coverage. We anticipate Congress will move quickly to fully reauthorize the NFIP when it reconvenes on January 7, 2003, and will do so retroactively to January 1, 2003.

FEMA has advised its contractors and the insurance companies that write and service policies under the NFIP to hold any premium payments for new and renewal policies received after December 31, 2002. Records of policy application and premium receipt dates will be maintained in order to minimize or eliminate any impact on property owners.

We anticipate that once reauthorization occurs, FEMA will be able to issue policies and will honor all effective dates for flood insurance policy coverage during the lapse, including the start of applicable waiting periods and other cases where a policy is in force as of a loan settlement date.

The program areas should continue to follow their specific Agency guidance for making loans on properties located in floodplains. During the lapse, in lieu of an NFIP flood insurance policy, you may accept any of the following as evidence of flood insurance (where applicable):

- Completed and executed NFIP Flood Insurance Application plus a copy of the borrower's premium check; or
- Completed and executed NFIP Flood Insurance Application plus final HUD-1 Form reflecting the flood insurance premium collected at closing; or
- Completed and executed NFIP General Change Endorsement Form showing the assignment of the current flood insurance policy by the property seller to the borrower; or
- If private flood insurance is obtained, the insurer's binder or equivalent of the applicable NFIP form pending issuance of the policy

If you have any questions regarding this, you should follow your normal protocol for program operation questions.